

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. EC/DOA		19 SEP 1985
2. DOA		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

FyH only, per

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

FYI only

Executive Secretary

9/19/83  
Date

THE WHITE HOUSE  
WASHINGTON

September 16, 1983

Executive Registry

83-4543

DD/A Registry

83-4241

MEMORANDUM FOR DEPARTMENT AND AGENCY HEADS

FROM: CRAIG L. FULLER

DD/A REGISTRY

FILE: 100-20

SUBJECT: WHITE HOUSE MANAGEMENT CONFERENCE  
FOR NON-CAREER EXECUTIVES

President Reagan has regularly expressed his strong personal interest in the quality of management in his Administration. As one facet of his management initiatives, we have scheduled the second management conference for non-career Senior Executive Service members. It will be held October 12-14.

The conference will provide the opportunity for non-career executives to increase their understanding of the key management organizations and the key management objectives of this Administration. We also hope to enhance their sense of membership in this Administration's management team.

Katherine Anderson of my staff will be in touch with your coordinator concerning details and selection process for this conference.

I know that we will be able to count on your full support of this important management initiative.

DCI  
EXEC  
REG